

MUNICIPAL NOTICE: 226 of 2024

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well-motivated, able to work under pressure and with strict deadlines, assertive and result driven candidate to appoint to the following posts:

COMMUNITY SERVICES DEPARTMENT

LIBRARIAN - MARGATE

(TASK GRADE 11)

Salary: R334 201.42 to R433 826.00 per annum (Excluding all benefits)

Requirements: National Diploma in Library and Information Studies (NQF6)/ B. Tech in Library and Information Studies/B.Bibl.Degree (NQF7) • 3 years' experience in a public Library • Computer Literate in SLIMS • Strong alphabetical and numerical skills • Strong Interpersonal, Communication and Organizational skills • Ability to work independently • Code 08 Driver's Licence and must pass the Municipal driver's evaluation within the 6 months of employment.

Key Performance Areas: Reporting to the Senior Librarian, the Incumbent's responsibilities will include Counterwork, Administration, Control of Library material, supervise staff, promotional function, management of stock selection, stock development and extension of Library services, book exchange, cataloguing, classification accessioning library material, maintenance and budget control. Report Building and equipment defects, management and control of library monies.

OFFICE OF THE MUNICIPAL MANAGER

RISK MANAGEMENT OFFICER (Re-advertisement)

(TASK GRADE 12)

Salary: R394 551,72 – R512 155 .32 per annum (Excluding all benefits)

Requirements: A three-year National Diploma / B. Degree or equivalent in Risk Management / Internal Audit • A minimum of 3 years relevant experience in Risk & Ethics Management, Compliance and/or Auditing • Registered with the Institute of Risk Management / any other relevant professional body • A valid South African Driver's License • Relevant experience in public sector / municipal environment; professional certifications / designations with the appropriate professional bodies will be an added advantage.

Key Performance Areas: • Facilitate the implementation of the approved risk management plan in accordance with established practices and standards • Conduct risk and ethics assessments at strategic and operational levels • Ensure that an effective, efficient and transparent system of risk management is implemented and maintained • Populate and update risk registers regularly • Maintain evidence for control assessments and progress on action plans on a quarterly basis • Continually assess and identify potential risks and evaluate these to ensure that they are appropriately mitigated • Produce quality reports and recommendations for submission to the

relevant committees to enable stakeholders to stay informed and receive information in good time so that they can make informed decisions • Continuously transfer risk management principles and practises through training interventions to all stakeholders within the Municipality and ensure that all role-players are sufficiently informed regarding risk management by conducting risk management awareness and training workshops • Review all ethics and risk management policy documents • Monitor and report on the status of compliance with key legislated activities that are applicable to the municipality • Take part in the municipality's performance management and development system • Provide guidance to subordinates.

PUBLIC SAFETY DEPARTMENT

MANAGER FIRE, RESCUE & DISASTER (TASK GRADE 15)

Salary: R 576 616, 67 to R 748 486, 21 (Excluding all benefits)

Minimum Requirements: Grade 12 • Diploma or Bachelor Degree in Fire Technology or equivalent • Must have at least have 4 year experience in Fire Fighting • Computer Literacy • Valid Code B driver's Licence.

Key Performance Areas: Managing and controlling key performance indicators and outcomes of personnel within the Fire, Rescue and Disaster Management Section • Prepare budget and monitor expenditure • Monitor and evaluate deliverables as detailed in the Services Delivery Budget Implementation Plan (SDBIP) • Reviewing of Fire, Rescue and Disaster Management policies • Preparing reports for council committees • Arranging campaigns and programs aimed at disseminating information on disaster prevention and recovery techniques • Co-ordinating inspections of facilities to determine the adequacy of fire safety and disaster control procedures and issuing compliance notifications for specific offences

Ray Nkonyeni Municipality is guided by the principles of Employment Equity.

Closing date: Friday, 06 December 2024

Canvassing of Councillors will disqualify the applicant.

Submit **Application Form**, CVs with certified copies of qualifications to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240

NB: Applications must reach our office by **no later than 16h00** on the closing date.

Enquiries : Human Resources Manager

Telephone : (039) 688 2023 /2075 /2077

NB : If you don't hear from us within 21 working days of the closing date, regard your application as unsuccessful.

**MR KJ ZULU
MUNICIPAL MANAGER**